

# Get ready for your careerVoyage

## With Career Voyage you can

- Find what career you love
- Get your: Interest Profile, up to 20 Job Suggestions, detailed Job Descriptions, Qualification Requirements
- Create your Action Plan
- Write Resume

More than 200,000 student/clients have already used Career Voyage.

**Career Voyage** is an internationally recognised, high quality career guidance system designed for career practitioners and their clients of all ages (15+), carefully customised for Australia and New Zealand

# careerVoyage

Welcome to *Career Voyage*® Australia

Username:

Password:

Login

Create New Client Account

POWERED BY



JOB IDEAS GENERATOR

v9.1.4023.0651



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## Select Your User Mode

Do you wish to have information for Young People or Adults?

☐ Young People - 15 to 18 years of age

☐ Adults - over 18 years of age

If you are in full time education it's best to choose "Young People". If you have left full time education then "Adults" will give you more opportunity to include work-related skills.

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## Select Your Level of Education and Training

### Choose your preferred level of education and training

Would you like a job or training for which:

- ☐ 1. You may not need school qualifications
- ☐ 2. Some school achievements necessary for most jobs
- ☐ 3. Vocational Education and Training (TAFE) qualifications are usually needed
- ☒ 4. Vocational Education and Training (TAFE) qualifications are essential
- ☐ 5. Completion of a university level qualification is required

This is really important, so choose wisely. It's partly about achievements, but also where you want to aim for your future.


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Select a response for each of the items below:

Let's get started !

	STRONG DISLIKE	DISLIKE	NEUTRAL MIND	LIKE	STRONG LIKE
Dismantle and repair digital cameras	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organise the planting of a forest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Report events of interest for a local newspaper	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sketch cartoons	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teach blind people how to handle guide dogs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Check aircraft instruments for safety before take-off	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Next

First you will complete a well researched occupational interest guide. This is not a test and there are no right or wrong answers. Everyone is different and we want to help you find out what's best for you. This occupational interest guide is the first step in identifying suitable career areas.



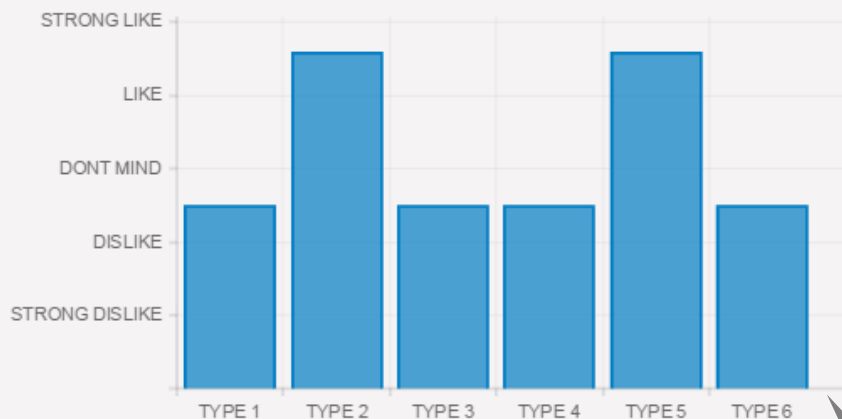
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(restart)

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## YOUR INTEREST PROFILE - How you feel about these six Interest Types?

(Adviser Data)



TYPE 1: Technology and science

TYPE 2: Biological sciences and medicine

TYPE 3: Finance and economics

TYPE 4: Art and design

TYPE 5: Social service and health care

TYPE 6: Language and Literature

Click the types on right for more information on your Interest Types

### Technology and science

It appears you neither like nor dislike the following types of activities:

- work with advanced engineering, scientific and technical products
- conduct research and carry out experiments
- use computers to analyse scientific data
- design, develop and invent new products
- use maths to solve problems
- work concerned with energy resources and production



Got It

Career Voyage then takes your answers and calculates a profile ranking for each interest type.

It also offers one or more comments with suggestions on how you might be able to improve your responses, to be able to generate a more accurate list of suggested jobs


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How much would you like or dislike these things in a job?



Place

	STRONG DISLIKE	DISLIKE	DON'T MIND	LIKE	STRONG LIKE
Indoors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Outdoors	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
In one place	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
In several places	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Overseas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

## Outdoors:

This means places of work where you are exposed to the weather. It might be dry, hot, wet or cold.

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Next the system will ask how you feel about important job factors which are critical for making good career decisions. This includes factors such as your health and ability to cope with certain job requirements.

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Here are your job suggestions based on what you've told Career Voyage

(Adviser Data)

Job Suggestions	Rating
<b>Arts Administrator</b>	<b>98</b>
Technical Sales Representative/Agent	98
Hotel/Motel Manager	96
Retail Buyer	95
Sales Representative	94
Colour Consultant	93
Hotel/Motel Receptionist	93
Publisher	93
Exporter/Importer	91
Fundraiser/Appeal Organiser	91
Sports Administrator	91
Property Manager - Real Estate	91
Manager - General	90
Fashion Coordinator	
<a href="#">Explore "Other Jobs" or "Similar"</a>	
<a href="#">View Notepad</a>	

## Arts Administrator

### JOB DESCRIPTION

Responsible for managing and promoting artistic/musical/cultural events and activities. Could be involved in theatre, dance, galleries, operas, museums and community arts bodies.

### EDUCATION AND TRAINING FOR YOUNG PEOPLE

Year 12 entry to certificate 4 or diploma in arts administration. Previous qualifications and/or experience in art would be an advantage.

### OR

Good year 12 for entry to a degree in arts administration or arts management or relevant degree followed by postgraduate course in arts administration/management.

### IMPORTANT INFORMATION

This is a small area of employment with limited vacancies.

### PERSONAL QUALITIES

Enthusiastic, self confident, good organiser, diplomatic.

### REFERENCES

Job Guide (jobguide.thegoodguides.com.au)

myfuture - Australia's Career Information Service (myfuture.edu.au)

books

Once you have told Career Voyage about the job factors of greatest importance to you, well researched and powerful algorithms will generate suitable job suggestions. In fact it will give you 20 (or 40) job suggestions ranked in order of suitability based on the things you have said about yourself. (Bear in mind these are job suggestions, intended for further exploration. The computer doesn't know everything about you!")

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Retail Buyer	95
Sales Representative	94
Colour Consultant	93
Hotel/Motel Receptionist	93
Publisher	93
Exporter/Importer	91
Fundraiser/Appeal Organiser	91
Property manager - Real Estate	91
Manager - General	90
Fashion Coordinator	90
Explore "Other Jobs" or "Similar Jobs"	
View Notepad	1/10 jobs

You can add and store a list of your favourite jobs in the notepad for easy reference and printing.

You can also explore Similar Jobs, as well as jobs not on your list of Job Suggestions.

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myfuture - Australia's Career Information Service (myfuture.edu.au)  
TAFE and university handbooks

☒ Top 20

☐ Top 40

Add To Notepad

Show Similar Jobs



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Pros & Cons

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There are lots of other things for you to explore, such as Pros and Cons, which tells you the things for and against any job you choose, based on the things you said about yourself.

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## ACTION PLAN

Now from your remaining Job Suggestions, pick out the three which interest you the most. Write them down here.

If you like, you can also go to your Top 40 Job Suggestions.

The Top 3 Jobs which interest me most are:

**Job 1:**

**Job 2:**

**Job 3:**

Career Voyage also provides a series of steps known as the Action Plan, whereby you can list your favourite jobs, their details, education requirements, and what steps you are going to take to begin working towards each chosen field.

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Are you interested in any job which is not in your list of Job Suggestions? If so, you can write one or two of them in the space(s) below:

**Job 1:**

**Job 2:**

If you have written extra jobs here, why do you think they didn't appear on your list of 20 suggestions? (Check the Pros and Cons for these jobs)

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## Résumé Writing - Contents

This résumé section is designed for first job seekers and those seeking new career directions. Click on the following sections to help you write winning résumés.

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- [Three Things Every Employer is Looking For](#)
- [Initial Research](#)
- [Self Promotion](#)
- [Describing Your Skills and Achievements](#)
- [Sample Action Words](#) 
- [Style and Layout](#)
- [Cover Letter, Sample Letters and Sample Résumés](#)
- [Final Checklist](#)

If you have been working and are planning to continue in your current career path, then you may wish to follow a slightly different résumé format - such as the chronological résumé outlined in Rupert French's book [The Job Winners Guide to Résumés](#).


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You also have access to detailed help regarding preparing your resume. This includes a number of helpful templates and samples that you can download and print.

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## REPORT CENTRE

Select one or more reports to generate:

- ☒ Interest Guide Report
- ☒ Job Suggestions Report
- ☒ Notepad - Job Details Report
- ☐ Action Plan Summary Report

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Lastly, Career Voyage provides you with a number of different reports that you can generate and print off for future reference and guidance.

**Sounds good?**  
**Want to get your Job Suggestions?**

**Click here and purchase One-off Account  
For limited time only \$13!**

The logo for careervoyage features the word "career" in a blue sans-serif font, followed by "voyage" in a larger, blue sans-serif font. A red curved arrow starts from the top of the 'v' in "voyage" and points upwards and to the right, ending above the 'e' in "voyage".

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